



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
Denver, Colorado 80225-0047

October 1, 1996 In Reply Refer To:

1103 (BC-650)P

Instruction Memorandum No. BC-97-001
Expires: 9/30/98

To: All WO and Field Officials

From: Group Administrator, Denver Center Support Services

Subject: Uniform Program - Government Purchase Card Purchases

Effective October 15, 1996, office purchases of uniform components are to be made with the government purchase card. All Blanket Purchase Agreements (BPA's) should be canceled with Lion Apparel, the uniform contractor. Lion Apparel has established a separate reporting method to account for government credit card purchases and returns. Ordering offices will be required, at the time of each order, to provide the uniform contractor with basic transaction information (i.e., cardholder's name, account number, BLM office code, etc.). Normal government credit card procedures, as established for authorized cardholders (i.e., cardholder's spending limits, etc.), apply to purchases from the uniform contractor. Charges for these purchases will appear on the cardholder's monthly statement of account from Rocky Mountain BankCard System (RMBCS). Normal government credit card payment procedures apply. Government credit card purchases are not allowed to supplement individual uniform purchases made through the uniform allowance authorization process.

Questions concerning this directive may be directed to Robert Pinkney, Group Administrator, Denver Center Support Services Group at (303) 236-9420 or bpinkney on E-mail.

Signed by:
Robert Pinkney
Group Administrator
Denver Center Support Services
Group

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

Distribution
WO-850, LS, Rm 1075
RS-150A, BLM Library
DW-101

BC-650:R.PINKNEY:ljl:10/1/96:6-9420:GOVTPURC.WPD